

## E- Orientation Course Guide for Full Time Employees

Navigate to this website to begin: <https://hr.gmis.in.gov/lm90prd/signon.html>

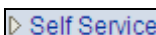
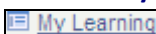

Enter your **User ID** and **Password** into the appropriate field. A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.

For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Learners may use their network password, also known as their computer login, as the PeopleSoft password.









**Attention!** Using Internet Explorer (IE) 10 for ELM training will **not** work unless you fix the compatibility issue. If a symbol that looks like a sheet of paper torn in half appears in the address line at the top; please click on this icon and a box will pop up. From there, select the Display Intranet site in Compatibility view





The Compatibility View button

Step	Action							
1.	<p>Navigate to this website to begin: <a href="https://hr.gmis.in.gov/psp/lm90prd/EMPLOYEE/ELM/?cmd=logout">https://hr.gmis.in.gov/psp/lm90prd/EMPLOYEE/ELM/?cmd=logout</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>							
2.	<p>Click the <b>Self Service</b> link. <i>(If you can't locate the Self Service link, click <b>Main Menu</b> and then click the <b>Self Service</b> link.)</i></p> 							
3.	Click the <b>Learning</b> folder link.							
4.	<p>Click the <b>My Learning</b> link.</p> 							
5.	<p>The <b>My Learning</b> section should contain the E-Orientation class under your activities with the status of Enrolled. If this course is not listed in the first 5 results shown, click <b>All My Learning</b>. <i>(You may need to select <b>View All</b> on the next page if you have more than 15 courses in history)</i></p> <p>Please locate <b>E-Orientation</b> under the title column and click on the <b>E-Orientation course title</b>.</p> <p><i>(Do not click the launch button here)</i></p> <div><table><tr><td><a href="#">E-Orientation</a></td><td>Computer-Based Training</td><td></td><td>Enrolled</td><td>01/24/13</td><td>Drop</td><td>Launch</td></tr></table></div>	<a href="#">E-Orientation</a>	Computer-Based Training		Enrolled	01/24/13	Drop	Launch
<a href="#">E-Orientation</a>	Computer-Based Training		Enrolled	01/24/13	Drop	Launch		

Step	Action
6.	<p>You should now see the <b>Activity Syllabus</b> section where you will find all of the components needed to complete this course. You will find two different types of components: <b>Assignments</b> and <b>Web-based</b> modules. This course has 10 total segments.</p> <ol style="list-style-type: none"> <li>1. The <b>Assignment</b> will require you to review information and complete documents to be turned into your manager or HR staff.</li> <li>2. Each <b>web-based</b> module will need to be launched. You can pause and start each module at your convenience. After you have watched the module you can close out that window and you will return to the main Activity Syllabus screen to launch the next component. You never want to close the main PeopleSoft screen, only close the pop up windows.</li> </ol> <p>Please start with the first assignment component. Click the <b>New Employee Orientation Online Packet</b> link.</p> <p><a href="#">New Employee Orientation Packet</a></p>
7.	<p>To complete this assignment you will want to review the New Employee Orientation Packet. This packet contains detailed information important to all new hires.</p> <p>For this assignment please focus on the <u>paperwork portion</u>. If you have not done so already you will need to print and complete Form I- 9 and all tax and payroll forms. You can keep this webpage open for reference while you complete the training.</p> <p>Click the <b>Assignment URL</b> link and review the new hire forms to be used in conjunction with the first web based video.</p> <p><a href="#">Assignment URL</a></p> <p><a href="http://www.in.gov/spd/onboarding/2350.htm">http://www.in.gov/spd/onboarding/2350.htm</a></p>
8.	<p>When you have finished reviewing and printing the information you can minimize or close the page and click the <b>Return to Previous Page</b> link to return to the syllabus.</p> <p><a href="#">Return to Previous Page</a></p>
9.	<p>Now you can launch module two (2) which is a web-based video called <b>New Employee Paperwork &amp; the Onboarding Experience</b>. This video will launch in a separate window. The following web based module will go over each form you just printed in detail.</p> <p>You have already opened the New Hire Orientation Packet and can print any of the forms discussed in this video to be turned into HR staff or manager.</p> <p><b>NOTE:</b> You will need headphones to hear the audio or a speaker at your computer.</p> <p>Click the <b>Launch</b> link. <a href="#">Launch</a></p>

Step	Action
10.	Once you have finished the video you can select the <b>Close the Window</b> button and then click the <b>Return to Activity Progress</b> link. 
11.	Now that you have completed the New Employee Paperwork & the Onboarding Experience video you can launch the next module for the <b>Benefits</b> presentation.  Click the <b>Launch</b> link.   <i>You can review additional Benefits material during this presentation at <a href="http://www.in.gov/spd/onboarding">www.in.gov/spd/onboarding</a> under Online New Hire Packet.</i>
12.	Once you have finished the video you can select the <b>Close the Window</b> button and then click the <b>Return to Activity Progress</b> link. 
13.	Next, complete the second assignment component: <b>Employee Handbook Acknowledgment</b> . To complete this assignment you will want to review the Employee Handbook and sign off on the Acknowledgment of Standardized Policies and Employee Handbook form. This form needs to be completed and submitted back to your HR or manager.  Click the <b>Assignment URL</b> link for the handbook and then for the Acknowledgment form.  <b>NOTE:</b> You will notice that your progress in the previous web-based module has flipped from Not Attempted to Completed, <b>the assignment sections will not flip to complete.</b>
14.	When you have finished reviewing the information you can click the <b>Return to Previous Page</b> link to return to the syllabus. 
15.	Now you can launch the next module for <b>State Policies and the Performance Management Cycle</b> . Click the <b>Launch</b> link. 
16.	Once you have finished the video you can select the <b>Close the Window</b> button and then click the <b>Return to Activity Progress</b> link. 
17.	Click the <b>Launch</b> button for the next segment, for <b>ICPR: Public Service &amp; Public Records (web based module)</b> to complete this course and follow the same steps for <b>College Choice 529, Hoosier S.T.A.R.T. and INPRS</b> . 
18.	Once you have finished the video you can select the <b>Close the Window</b> button and click the <b>Return to Activity Progress</b> link. 

Step	Action
19.	<p>Click the <b>Launch</b> button for the last segment, <b>Required Trainings</b> (web based module) to complete this course. </p> <p><i>You can review the Training Quick Step Guide to help complete these training at <a href="http://www.in.gov/spd/onboarding">www.in.gov/spd/onboarding</a> under Online New Hire Packet.</i></p>
20.	<p>Once you have finished the video you can select the <b>Close the Window</b> button.</p> <p> <b>Please note:</b> If you have used IE 10 to complete the training, this is where the error will occur and you will remain stuck <i>in-progress</i> for the course and unable to close the window. We recommend following the steps listed at the beginning of this guide.</p>
21.	<p>Congratulations!! You have completed E- Orientation for a full time employee.</p> <p>Please submit any forms completed to your manager or HR department. If you have a question about your employee benefits you can contact our specialists at 1-877-248-0007 or locally at 317-232-1167.</p>